

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
OFFICE OF LICENSING/ INSPECTION/VIOLATION REPORT

Center Name: Fun Time Academy 2	Center ID#: 14MON0001	County: Morris
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Address: 29 Whitehall Road	City: Towaco	Zip Code: 07082	Email: vscgrove@aol.com/ funtimekidsacademy@aol.
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Phone: (973) 508-9244	Fax:	Initial Inspection: 9/3/2015	License Status: R11/5/15;T 11/5/16; T 2/5/17; T5/5/17
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Due Date(s):*	10/3/2015	11/5/2015	2/5/2016	4/11/2016	6/17/2016	10/19/2016
Date(s) Reinspection:	10/5/2015	1/25/2016	3/11/2016	5/17/2016	10/7/2016	1/30/2017
Due Date(s):*	2/14/2017					
Date(s) Reinspection:						
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Center is in compliance with requirements as of: *Reinspection occurs on or soon after due date

9/3/15 new sponsor & name change inspection conducted. minimal building inspection conducted. No program inspection conducted. New sponsor does not have any children enrolled at the time of inspection. Sponsor informed that the renewal inspection would be postponed to a later date due to lack of enrollment. TA was given at inspection.

Renewal ☒
 Initial ☐
 Monitor ☐
 Increase ☐
 Age Change ☐
 Relocation ☐
 New Sponsor ☒
 Space Evaluation ☐

Complaint # _____

Date Cited M/D/Year	Date Abated M/D/Year	Based on a inspection(s) conducted by the Office of Licensing (OOL) the above date(s), the center needs to take the following actions in order to come into compliance with the MANUAL OF REQUIREMENTS FOR CHILD CARE CENTERS (N.J.A.C. 10:122):
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Supervision, Staff/Child Ratios & Space

		<input type="checkbox"/> 1. Provide 2 staff to work with the children: when 6 or more children are present; on any field trip, outing, or special event away from the center regardless of transportation; or with more than 12 school-age children on walks.
		<input type="checkbox"/> 2. Provide immediate access to 1 additional adult for the school-age program when it is permitted to operate with only 1 staff member present.
1/25/2016	3/11/2016	<input checked="" type="checkbox"/> 3. Ensure that children are supervised by a staff member at all times.

Notes: RECITED 10/7/16

5/17/2016	10/7/2016	<input checked="" type="checkbox"/> 4. Develop and implement a method to keep track of all the children, including at off-site locations.
10/7/2016	10/7/2016	<input checked="" type="checkbox"/> 5. Maintain required staff to meet ratios: when children are awake; sleeping; on premises during naptime.

Notes: Recited 1/30/17 see back page

		<input type="checkbox"/> 6. Ensure that staff meet minimum age requirements and those below 18 years old and new staff who have not completed orientation are directly supervised by staff at least 18 years old.
		<input type="checkbox"/> 7. Limit group size to 12 infants (under 18 months), 20 children for early childhood or 30 children for school-age
		<input type="checkbox"/> 8. Cease caring for children below 2 ½ years of age.
		<input type="checkbox"/> 9. Provide care for no more than 5 children below 2 ½ years of age if center has an E (Educational) Use Certificate of Occupancy (C.O.) issued prior to 11/5/03.
		<input type="checkbox"/> 10. Assign a primary caregiver for group of 4 infants and 6 toddlers.
10/5/2015	3/11/2016	<input type="checkbox"/> 11. Post the center's license in a prominent location in each building.

Note: If number is checked, see attachment page(s) for clarification.

		<input type="checkbox"/> 12. Operate within the center's licensed capacity and within each room's capacity.
Notes:		
		<input type="checkbox"/> 13. Identify and maintain space requirements for all rooms approved by the OOL for children's use; make unapproved space inaccessible to children.
10/5/2015	3/11/2016	<input checked="" type="checkbox"/> 14. Ensure the children's health, safety and well-being.
Notes: see back page RECITED 5/17/16 Abated 10/7/16		
<i>Activities & Discipline</i>		
		<input type="checkbox"/> 15. Ensure that staff interact with children and provide children with: free choice of materials; a mixture of active and quiet experiences; a mixture of staff-directed and child-selected activities.
		<input type="checkbox"/> 16. Provide a sufficient variety of age-appropriate activities.
		<input type="checkbox"/> 17. Provide age-appropriate time frames for each activity.
5/17/2016	10/7/2016	<input checked="" type="checkbox"/> 18. Provide enough supplies, furniture and equipment for the required activities.
		<input type="checkbox"/> 19. Plan and implement opportunities for school-age children's involvement in activity planning.
10/7/2016	1/30/2017	<input checked="" type="checkbox"/> 20. Take children outdoors daily.
5/17/2016	10/7/2016	<input checked="" type="checkbox"/> 21. Provide daily structured and unstructured indoor and outdoor energetic physical activity that promotes coordination and movement skills: 30 minutes for children in care less than 4 hours; 60 minutes for children in care more than 4 hours. Avoid inactivity for more than 30 minutes unless eating or sleeping.
10/5/2015	3/11/2016	<input type="checkbox"/> 22. Develop policies/plans for use of TV/computer/video by children: under 2 years; over 2 years; with special needs; in care less than 4 hours; in care more than 4 hours.
		<input type="checkbox"/> 23. Ensure use of TV/computer/video is educational/instructional and age/developmentally appropriate, and not used as a substitute for planned activities or for passive viewing.
		<input type="checkbox"/> 24. Significantly limit the use of TV/computer/video for children under the age of 2.
10/5/2015	1/25/2016	<input checked="" type="checkbox"/> 25. Prepare and post a written discipline policy including acceptable actions that staff members may take.
1/30/2017		<input checked="" type="checkbox"/> 26. Use positive methods of guidance and discipline consistent with children's age and developmental needs: prohibit corporal and/or emotional punishment.
Notes:		
5/17/2016	10/7/2016	<input checked="" type="checkbox"/> 27. Ensure staff do not withhold active play times as a means of discipline unless a child's actions or behavior present a danger to themselves or others.
		<input type="checkbox"/> 28. Ensure that school-age children participate in the development of discipline rules or are made aware the discipline rules.
<i>Nutrition & Rest</i>		
		<input type="checkbox"/> 29. Ensure that food provided by the center is stored, prepared and served in a safe and sanitary manner..
Notes:		
		<input type="checkbox"/> 30. Ensure uneaten food in a child's dish is discarded and unused food is stored appropriately and discarded after 24 hours if not consumed.
		<input type="checkbox"/> 31. Serve lunch for children present from 11:00am to 1:00pm who have not eaten lunch and are at the center for at least 5 consecutive hours.
		<input type="checkbox"/> 32. Provide the following additional food(s) for breakfast, lunch/dinner and/or snack:
Notes:		
		<input type="checkbox"/> 33. Serve snack for children attending the center for at least 3 consecutive hours and for all children attending after school.
		<input type="checkbox"/> 34. Provide nutritious food and beverages that comply with the manual/CACFP standards including a variety of fruits and vegetables and a high portion of whole grains; limit foods high in solid fats, added sugar, trans fats, and sodium. (Refer to CACFP standards at (www.fus.usda.gov/cacfp/child-day-care-centers))
		<input type="checkbox"/> 35. Provide age-appropriate seating for children who no longer need to be held for feeding.
		<input type="checkbox"/> 36. Ensure feeding plans for children less than 18 months old include breastfeeding arrangements/ accommodations when applicable and are maintained in writing for children less than 12 months old.
		<input type="checkbox"/> 37. Label each child's bottle with the child's name and date.
		<input type="checkbox"/> 38. Ensure milk, formula, and/or breast milk is not warmed in a microwave oven.
		<input type="checkbox"/> 39. Ensure formula or breast milk that is served but not completely consumed is discarded immediately or refrigerated and consumed within 24 hours.
		<input type="checkbox"/> 40. Ensure that bottles are not propped when children are feeding.
		<input type="checkbox"/> 41. Remove bottles and cups when children have fallen asleep and when crawling or walking.

Note: If number is checked, see attachment page(s) for clarification.

		<input type="checkbox"/> 42. Provide daily rest period for each child aged 18 months to 5 years who attends the center for 4 or more consecutive hours and as needed for each child below 18 months.
		<input type="checkbox"/> 43. Provide alternative activities for children who rest for 30 minutes and do not need more rest.
		<input type="checkbox"/> 44. Provide the following sleeping equipment and bedding: cots; 1"mats; cribs; playpens; sheets; blankets.
Notes:		
		<input type="checkbox"/> 45. Ensure that sleeping equipment is free of pillows, soft bedding and other hazards when occupied by a sleeping child, and that bedding does not cover the child's face.
		<input type="checkbox"/> 46. Identify and store individually each child's sleeping equipment and bedding.
		<input type="checkbox"/> 47. Provide enough light in rooms where children are napping to allow staff to see them.
		<input type="checkbox"/> 48. Repair and/or replace sleeping equipment that is in disrepair.
		<input type="checkbox"/> 49. Ensure that mats used for rest and sleep are placed on a surface that is warm, dry and clean.
		<input type="checkbox"/> 50. Provide cribs that meet CPSC standards and maintain documentation on file.
		<input type="checkbox"/> 51. Provide infants/toddlers with opportunities to leave their sleeping equipment to crawl, walk and play.
		<input type="checkbox"/> 52. Ensure children 12 months and younger are initially placed in a face-up sleeping position unless indicated in writing by child's health care provider.
Illnesses & Accidents		
		<input type="checkbox"/> 53. Designate an area where sick children can be separated from well children and provide rest equipment.
10/5/2015	3/11/2016	<input checked="" type="checkbox"/> 54. Maintain illness log including: child's name; date; symptoms of illness observed; center's actions, and date child returned to the center.
1/25/2016	10/7/2016	<input checked="" type="checkbox"/> 55. Notify parents immediately of: head/facial injury; bite that breaks the skin; fall from a height; injury requiring professional medical attention. Report other injuries by end of the day.
10/5/2015		<input type="checkbox"/> 56. Maintain an accident log that includes: name of child; date; time; location; description of accident/ injury; witnesses; type of first aid used; treatment/consultation by doctor; time of notification to parent.
Administration & Parent Involvement		
		<input type="checkbox"/> 57. Provide the center's telephone number in writing or by e-mail to parents of all enrolled children.
10/5/2015	1/30/2017	<input type="checkbox"/> 58. Develop a table of organization indicating lines of authority, responsibility and job descriptions.
		<input type="checkbox"/> 59. Ensure that the director is scheduled to work 50 % of the center's daily operating hours.
		<input type="checkbox"/> 60. Designate someone in the center to carry out the director's responsibilities when the director is absent.
		<input type="checkbox"/> 61. Ensure that the head teacher, group teacher and program supervisor are scheduled to work at least 75 percent of the center's daily operating hours, or at least 6 hours a day, whichever is less.
		<input type="checkbox"/> 62. Ensure that the head teacher/group teacher schedule time in other classrooms.
		<input type="checkbox"/> 63. Establish and maintain a staff substitute system.
		<input type="checkbox"/> 64. Hold parent/staff conferences semi-annually and upon request.
		<input type="checkbox"/> 65. Choose 1 of the following 4 options for parent involvement, and maintain documentation at the center: governing board; advisory committee; annual meeting; annual open house.
Program Records		
10/5/2015		<input type="checkbox"/> 66. Complete and maintain at the center the staff records checklist.
Notes:		
10/5/2015		<input type="checkbox"/> 67. Ensure that Child Abuse Record Information (CARI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff.
10/5/2015		<input type="checkbox"/> 68. Ensure that Criminal History Record Information (CHRI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff.
10/5/2015		<input checked="" type="checkbox"/> 69. Provide the following records for the director, head teacher, group teacher or program supervisor: education / training experience.
Notes:		
		<input type="checkbox"/> 70. Hire and submit the required documentation for the following: director; head teacher; group teacher; program supervisor.
Notes:		
10/5/2015	3/11/2016	<input checked="" type="checkbox"/> 71. Provide and document the orientation training provided within two weeks of hire to all staff members in: center operations; policies and procedures; supervision; tracking; group size limits; primary caregiver responsibilities; release policy; discipline policy; health practices; evacuating the center; using fire alarms; recognizing and reporting child abuse/neglect.
Notes: RECITED 5/17/16 see back page		
10/5/2015		<input type="checkbox"/> 72. Maintain record of annual staff training on use of fire alarms and emergency evacuation procedures including evacuation and lock down.
		<input type="checkbox"/> 73. Ensure new directors complete staff development in Understanding Licensing Regulations within 90 days of hire.

Note: If number is checked, see attachment page(s) for clarification.

10/5/2015		<input type="checkbox"/> 74. Ensure that all full-time staff complete 10 hours annual training with 2 hours in each of the following core areas: child growth and development; positive guidance and discipline; health and safety.
10/5/2015		<input type="checkbox"/> 75. Ensure that the director, head teacher, group teacher and program supervisor complete 20 hours of annual training in 1 or more of the following: professional development approved by Professional Impact New Jersey or the National Child Care Association, or equivalent staff development in three or more of nine specific management areas including physical activity, special needs programming, & ADA guidelines.
		<input type="checkbox"/> 76. Maintain record of date, time, observation and purpose of consulting head teacher's 2 monthly on-site visits.
10/5/2015	1/30/2017	<input type="checkbox"/> 77. Ensure that 2 staff members who have current certified basic knowledge of first aid principles and CPR are at the center at all times when enrolled children are present.
		<input type="checkbox"/> 78. Complete and maintain at the center daily time sheets for staff and children with arrival and departure times.
		<input type="checkbox"/> 79. Maintain a written outline of daily activities.
10/5/2015		<input type="checkbox"/> 80. Complete and maintain at the center the children's records checklist.

Notes:

10/5/2015	3/11/2016	<input type="checkbox"/> 81. Review, at least annually, a list from the Consumer Product Safety Commission (CPSC) regarding unsafe products and provide staff and parents with CPSC website www.cpsc.gov/Recalls
1/30/2017		<input type="checkbox"/> 82. Ensure that the Universal Health Record is updated annually and received upon admission to the center unless records are coming from another state or country, where a 30 day grace period is permitted.
		<input type="checkbox"/> 83. Ensure staff designated to administer medication are trained and that at least two staff are trained if using blood glucose monitors, nebulizers and/or epi-pens.
		<input type="checkbox"/> 84. Maintain medication records that include the following: child's name and parental authorization; name of the medication; illness being treated; dosage, frequency and other instructions; time and by whom the medication was administered; any adverse effects.
		<input type="checkbox"/> 85. Maintain documentation for pets at the center, including applicable vaccinations and parent notification.
		<input type="checkbox"/> 86. Maintain at the center and distribute to parents a written policy on communicable disease management.
		<input type="checkbox"/> 87. Maintain on file and follow the written policy on the release of children.
		<input type="checkbox"/> 88. Develop an expulsion policy which includes: circumstances; methods to notify parents; sufficient time limits; reasons for immediate expulsion; parental receipt of the policy.
		<input type="checkbox"/> 89. Obtain from parents and maintain at the center: blanket permission slips for walks; individual permission slips for field trips, including information on type of vehicle used and designated drivers.
10/5/2015	3/11/2016	<input type="checkbox"/> 90. Maintain at the center documentation of a current comprehensive general liability insurance policy.

Sanitation & Diapering

5/17/2016	10/7/2016	<input checked="" type="checkbox"/> 91. Wash and disinfect: toilet training chairs and potty seats after each use; diapering surfaces after each use; toys mouthed by infants and toddlers after each use; mats after each use unless stored separately; sleeping equipment weekly; sheets and blankets weekly; tables before each meal.
1/30/2017		<input checked="" type="checkbox"/> 92. Use a commercial disinfectant or a staff-made solution of 1 tablespoon bleach per quart of water.
5/17/2016	10/7/2016	<input checked="" type="checkbox"/> 93. Ensure that children wash their hands with soap and running water: before intake of food; after using the toilet; after having a diaper change; and as needed.
5/17/2016	10/7/2016	<input checked="" type="checkbox"/> 94. Ensure that staff wash their hands with soap and running water: before preparing or serving food; after assisting a child in toileting; after changing diapers; after contact with body fluids or secretions; and as needed.
		<input type="checkbox"/> 95. Provide disposable rubber gloves for contact with blood or vomit.
5/17/2016	10/7/2016	<input checked="" type="checkbox"/> 96. Change each child's diaper when wet or soiled.
5/17/2016	1/30/2017	<input checked="" type="checkbox"/> 97. Provide a diapering area within 15 feet of a sink not used for food preparation.
		<input type="checkbox"/> 98. Ensure that diapering does not take place in an area or on a surface used for food preparation.
		<input type="checkbox"/> 99. Maintain diapering surfaces as follows: flat; smooth; clean; dry; non-absorbent; in good repair.
5/17/2016	10/7/2016	<input checked="" type="checkbox"/> 100. Place soiled disposable diapers in a closed container with a leakproof lining.

Bathroom & Kitchen Facilities

1/25/2016	1/25/2016	<input checked="" type="checkbox"/> 101. Ensure all toxic substances and medications are inaccessible to children.
Notes: hand sanitizers and plug in air fresheners are toxics were within reach of children. Removed during inspection. RECITED		
		<input type="checkbox"/> 102. Ensure that children cannot lock themselves in bathrooms.
5/17/2016	1/30/2017	<input checked="" type="checkbox"/> 103. Provide bathroom supplies as follows: soap; toilet paper; individual/disposable towels; platforms.
		<input type="checkbox"/> 104. Securely fasten the bathroom equipment.
10/5/2015	1/25/2016	<input checked="" type="checkbox"/> 105. Sand and paint rusted bathroom stall dividers.
		<input type="checkbox"/> 106. Ensure toileting privacy: for children (SA); when staff/adult uses the same toilet facility as children.
		<input type="checkbox"/> 107. Designate and visibly identify the staff/adult toilet facility.
		<input type="checkbox"/> 108. Provide 1 toilet facility and sink: on each floor used by children (EC); within 1 floor for children.(SA)
5/17/2016	1/30/2017	<input checked="" type="checkbox"/> 109. Ensure hot tap water does not exceed 110 degrees Fahrenheit (EC) or 120 degrees Fahrenheit. (SA)
1/25/2016	3/11/2016	<input checked="" type="checkbox"/> 110. Maintain in sanitary and operable condition: toilets; sinks; other plumbing fixtures.
10/5/2015	3/11/2016	<input checked="" type="checkbox"/> 111. Provide a barrier to the kitchen area to prevent accidental access by children.
		<input type="checkbox"/> 112. Keep microwave/toaster ovens: out of children's reach; secured; not used when children in area.
		<input type="checkbox"/> 113. Provide a working refrigerator, or access to a refrigerator, for perishable foods or medication.
		<input type="checkbox"/> 114. Ensure that food waste receptacles are lined and maintained in a sanitary condition.

Health & Fire Safety

		<input type="checkbox"/> 115. Provide and make accessible to staff; a fully standard first aid kit; an American Red Cross First Aid Manual or its equivalent.
5/17/2016		<input type="checkbox"/> 116. Post a sign in a prominent location to prohibit smoking when the center is operating.
		<input type="checkbox"/> 117. Take necessary action to free the center of infestation by rodents and insects, provide documentation.
10/5/2015	1/25/2016	<input type="checkbox"/> 118. Obtain and maintain on file a current health certificate.
		<input type="checkbox"/> 119. Obtain and maintain on file a current fire certificate.
10/5/2015	1/25/2016	<input type="checkbox"/> 120. Maintain on file the life/hazard use registration certificate applicable to licensed capacity/ages served.
10/5/2015	3/11/2016	<input checked="" type="checkbox"/> 121. Conduct and document monthly fire drills during each session provided at the center and evacuate all children within 3 minutes.
		<input type="checkbox"/> 122. Ensure the center's fire protective systems are operative at all times.
10/5/2015		<input checked="" type="checkbox"/> 123. Develop and post prominently on every floor of the center an emergency plan including evacuation, disaster and lockdown procedures.
10/5/2015	1/25/2016	<input type="checkbox"/> 124. Post a diagram depicting: approved areas; evacuation routes; room identifications.
1/25/2016	1/25/2016	<input checked="" type="checkbox"/> 125. Ensure that all exits and egress areas are unobstructed, and exit doors are easily operable.
Notes:		
		<input type="checkbox"/> 126. Ensure that illuminated exit signs and emergency lighting are operable at all times.
10/5/2015	1/25/2016	<input checked="" type="checkbox"/> 127. Ensure that fire extinguishers are serviced and tagged annually, and recharged if necessary.
		<input type="checkbox"/> 128. Remove excess storage and/or combustibles from the furnace room.
		<input type="checkbox"/> 129. Remove electric space heaters, portable liquid fuel-burning or wood-burning heating appliances.
		<input type="checkbox"/> 130. Arrange cribs, playpens and cots to provide access to an unobstructed 3-foot wide aisle that exits out.
		<input type="checkbox"/> 131. Provide and maintain in good condition: handrails on all stairs with 3 or more risers; guardrails on all open sides of landing with intermediate guards spaced no more that 4 inches apart.
		<input type="checkbox"/> 132. Install window guards, with approval of the local fire official, or provide an alternative method to ensure that children cannot fall out of windows.
5/17/2016	10/7/2016	<input checked="" type="checkbox"/> 133. Comply with the New Jersey Uniform Construction Code (NJUCC)/Fire Code:
		<input type="checkbox"/> 134. Submit a copy of the final Certificate of Occupancy (CO) or Certificate of Continued Occupancy (CCO) that indicates the correct use group for the children served.
		<input type="checkbox"/> 135. Submit a copy of the Certificate of Approval, as issued by the local construction official, for changes in the building subject to the NJUCC requiring the issuance of a building permit.

Environmental Safety

9/3/2015	10/15/2015	<input type="checkbox"/> 136. Complete and submit a DCF Renewal Attestation Form with the center's previous DEP approval letter attached and any other environmental documents if applicable.
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Note: If number is checked, see attachment page(s) for clarification.

10/7/2016	1/30/2017	<input checked="" type="checkbox"/> 137. Submit a No Further Action Letter (NFA) or Child Care/Educational Facility Approval Letter from the Department of Environmental Protection (DEP), or Response Action Outcome Letter (RAO) from a Licensed Site Remediation Professional (LSRP) indicating that no further action is needed for the site on which the center is located. [Note: Check the DEP website at www.state.nj.us/dep/dccrequest for the most current information.]
		<input type="checkbox"/> 138. Submit a water supply certification indicating the center is serviced by a public community water system demonstrated through a copy of a current bill from that water company.
1/25/2016		<input checked="" type="checkbox"/> 139. Submit current documentation from the DEP, Bureau of Water System Engineering (BSDW), for centers not on a public community water system. [Note: Check the DEP, BWSE website at www.state.nj.us/dep/dccrequest/safedrink.html or call (609) 292-5550 for more information.]
		<input type="checkbox"/> 140. Ensure water tests are posted in each building.
		<input type="checkbox"/> 141. Submit a letter of prior uses from the municipality, county or state indicating whether the building has ever housed a use classified under the NJUCC, NJSA, 5:23, as: Group F (factory/industry); Group H (high hazard); Group S (storage); Group B (dry cleaner or nail salon); Group A (funeral home); or Group M (gas station.)
10/5/2015		142. Submit a Safe Building Interior Certification or other approval issued by the DOH for centers: a) co-located with a dry cleaner or nail salon; b) with one of the prior uses: F, H, S, B (dry cleaner, nail salon), A (funeral home) or M (gas station); c) located in a building built in 1978 or earlier; or d) located near a known hazardous area. [Note: Contact DOH prior to taking action to confirm what is needed for your center. Call DOH at (609) 826-4923 or email DOH using the link at www.state.nj.us/health/eoh/tsrp/iep/ccc_ieha.shtml]
Notes:		
9/3/2015	3/11/2016	<input checked="" type="checkbox"/> 143. Test for the presence of radon gas in every room on the lowest floor used by children in each building and post the test results in a prominent location in each building.
9/3/2015		<input type="checkbox"/> 144. Provide documentation that the center: completed a lead paint risk assessment; follows an approved lead paint risk assessment management plan; verified the absence of a lead hazard; notified parents of a lead hazard; completed the recommended remedial action to alleviate the lead paint hazard.
Notes: Retest required for renewal; chipping paint seen on the exterior wall of building which faces the playground.		
		<input type="checkbox"/> 145. Provide documentation that the center: follows an approved asbestos management plan; verified the absence of asbestos hazard; complies with the Asbestos Hazard Abatement subcode and DEP.
Building Maintenance		
5/17/2016	10/7/2016	<input type="checkbox"/> 146. Keep all surfaces clean and in good repair.
Notes: Remove ripped mat behind easel in back left classroom.		
		<input type="checkbox"/> 147. Replace, clean and/or secure all stained, broken and/or missing floor tiles and carpeting.
Notes:		
5/17/2016	10/7/2016	<input checked="" type="checkbox"/> 148. Replace, clean and/or secure all stained, broken and/or missing ceiling tiles.
Notes:		
		<input type="checkbox"/> 149. Eliminate moisture resulting from leaks or seepage.
		<input type="checkbox"/> 150. Maintain the building structure to prevent drafts, leaks and infestation.
		<input type="checkbox"/> 151. Provide screens on: doors and windows used for ventilation; crawl spaces; attic spaces.
		<input type="checkbox"/> 152. Provide safety glass/protective guards for windows and glass located within 36 inches above the floor.
		<input type="checkbox"/> 153. Ensure window blinds are in good repair and blind cords are inaccessible to children.
10/5/2015	1/25/2016	<input checked="" type="checkbox"/> 154. Provide protective covers for: electrical outlets; fluorescent tubes; incandescent light bulbs; fans.
		<input type="checkbox"/> 155. Provide and maintain suitable protective devices for radiators, steam and hot water pipes.
		<input type="checkbox"/> 156. Provide/maintain mechanical ventilation: in operating condition; clean; unobstructed; replace filters.
Notes:		
		<input type="checkbox"/> 157. Raise temperature to a minimum of 68 degrees Fahrenheit in all rooms used by children.
		<input type="checkbox"/> 158. Increase light in specific areas:
Notes:		
		<input type="checkbox"/> 159. Provide 1 of the 4 monitoring options listed in the manual.
		<input type="checkbox"/> 160. Ensure that doors in all interior rooms designated for use by children remain unlocked.
		<input type="checkbox"/> 161. Ensure shelving is secure and not overloaded, and appliances are secured to a stable surface.
		<input type="checkbox"/> 162. Pad lally columns in areas used by children to a height of 48 inches (EC) and 72 inches (SA).
		<input type="checkbox"/> 163. Ensure that stairways are free of tripping hazards.
		<input type="checkbox"/> 164. Provide a barrier extending at least 5 feet above floor level.

Note: If number is checked, see attachment page(s) for clarification.

		<input type="checkbox"/> 165. Repair and/or paint surfaces in specified areas:
Notes:		
1/25/2016	3/11/2016	<input checked="" type="checkbox"/> 166. Maintain indoor/outdoor garbage receptacles as follow: covered; emptied as needed; leakproof; clean.
		<input type="checkbox"/> 167. Ensure that indoor and outdoor equipment is sturdy, safe and free of hazards.
Notes:		
<i>Outdoor Play Area, Equipment and Maintenance</i>		
10/7/2016	1/30/2017	<input checked="" type="checkbox"/> 168. Provide and maintain in good condition a fence, enclosure or other barrier for the outside play area.
		<input type="checkbox"/> 169. Provide a barrier, in addition to the fence, for outdoor play areas exposed to vehicular traffic.
		<input type="checkbox"/> 170. Grade or provide drains for the outside play area.
		<input type="checkbox"/> 171. Ensure that outdoor areas and play equipment are free from stagnant water.
10/5/2015	3/11/2016	<input checked="" type="checkbox"/> 172. Provide and maintain play equipment to meet public playground design standards (ASTM F-1487) as specified by the Consumer Product Safety Commission (CPSC). (Not for profits by 10/18/14)
		<input type="checkbox"/> 173. Ensure play equipment is specifically age-appropriate for the ages served.
		<input type="checkbox"/> 174. Repair or remove broken/rusted toys in the outdoor play area.
10/5/2015		<input checked="" type="checkbox"/> 175. Provide and maintain resilient surfacing (ASTM F-1292) and use zones under all play equipment that subjects children to a fall as specified by the CPSC.
		<input type="checkbox"/> 176. Ensure that any community playground equipment used by the children complies with applicable provisions of the Playground Safety Subcode.
		<input type="checkbox"/> 177. Ensure the safety of the children on route to the outdoor play area.
Notes:		
		<input type="checkbox"/> 178. Remove debris and overgrown vegetation in the outdoor play area.
		<input type="checkbox"/> 179. Ensure that hazardous plants are not kept in the center or near outside areas used by children.
		<input type="checkbox"/> 180. Ensure that sand in the outdoor play area is asbestos-free and maintained in a sanitary manner.
		<input type="checkbox"/> 181. Ensure pesticides are not applied in or around the center during operating hours and all toys and non-permanent play equipment are removed before application.
		<input type="checkbox"/> 182. Provide 350 square feet of outdoor space for 10 children and 35 square feet for each additional child.
		<input type="checkbox"/> 183. Limit the number of children using the outdoor play area to the maximum capacity.
		<input type="checkbox"/> 184. Cease using dump and fill wading pools.
		<input type="checkbox"/> 185. Ensure swimming pools/natural bathing places used by children comply with applicable provisions of the Public Recreation Bathing Rules, as specified in NJAC 8:26, and with applicable provisions of the Building Subcode and Barrier-Free Subcode of the NJUCC, as specified in NJAC 5:23.
		<input type="checkbox"/> 186. Ensure that children using swimming pools or natural bathing facilities are supervised in accordance with applicable provisions of the N.J. Youth Camp Safety Act rules, as specified in NJAC 8:25.
		<input type="checkbox"/> 187. Provide lighting in parking areas, walkways and other exterior areas used by center occupants at night.
5/17/2016	1/30/2017	<input checked="" type="checkbox"/> 188. Take necessary action to remove outdoor hazards.
Notes:		

ALERT: Effective 8/6/14, stackable cribs are prohibited. For more information on crib safety and safe sleep environments for infants, refer to CPSC's crib information center at www.cpsc.gov/info/cribs/index.html.

☐ See attached Transportation Inspection/Violation page.

Inspector(s) Name(s)

J. Thiel CCQAI-2 9/3/15
J. Thiel & P. Oswald CCQAI-2 5/17/16

#	Date Cited	Date Abated	Inspection/Violation Report Attachment	
14	10/5/2015	3/11/2016	On the day of the inspection observation revealed and sponsor indicated that lead remediation was being conducted on the exterior of the wall which is facing the approved play area. Due to the remediation, the children cannot utilize the play area until work is completed and resilient surfacing is confirmed to not have any lead hazard present. Observation revealed remnants of peeling paint in the mulch. Sponsor indicated that the children are going outside on a daily basis grassy on area located in the front of the building. Sponsor must ensure that the area that is chosen for the children to use is cleared and approved on the existing NFA. Sponsor is required to submit in writing to OOL plan for outdoor time, location and the duration that the children will be displaced from the current approved play space.	Delete
25	10/5/2015	1/25/2016	Post discipline policy in a conspicuous location.	Delete
69	10/5/2015		director & head teacher	Delete
105	10/5/2015	1/25/2016	Ensure that the rust is removed by sanding and painting the bathroom stalls.	Delete
123	10/5/2015		Ensure that the emergency phone numbers/procedures, disaster and lockdown procedures are developed and posted in a conspicuous location.	Delete
127	10/5/2015	1/25/2016	Ensure that all fire extinguishers are mounted. Fire extinguisher in hallway in the playground exit area was on the floor.	Delete
143	9/3/2015	3/11/2016	Radon test was for the second floor of the building. Sponsor must ensure that all classrooms utilized on the lowest floor of the building are tested and the results are posted in a conspicuous location.	Delete
154	10/5/2015	1/25/2016	Ensure that all electrical outlets are kept covered at all times.	Delete
111	10/5/2015	3/11/2016	Ensure that the doors to the kitchen area/staff room are kept closed at all times.	Delete
172	10/5/2015	3/11/2016	Provide documentation for large climbing structure.	Delete
175	10/5/2015		Ensure that the resilient surfacing is first tested for lead, and then replenished.	Delete
3	1/25/2016	3/11/2016	On the day of the inspection a staff person was on the phone and left the classroom and did not inform the other staff person in the room that she was leaving. A child followed the staff person out of the classroom door and the staff person was unaware that there was a child following her. Staff need to communicate to the other staff person they are working with when they are leaving the room so that they know they are being left alone. Staff leaving the classroom should also be vigilant that if they leave the room and do not close the door behind them that a child is not following them.	Delete
110	1/25/2016	3/11/2016	There is a strong smell of urine emanating from the urinal and a dark yellow area under the urinal. Clean area and eliminate odor.	Delete
55	1/25/2016	10/7/2016	Ensure contact with parent is documented. Director states that the parents are contacted but the phone call to the parent is not being documented.	Delete
81	10/5/2015	3/11/2016	Demonstrate how parents are informed of recalled items.	Delete
125	1/25/2016	1/25/2016	Ensure that all emergency egresses are kept clear at all times. Two of the three emergency egresses were blocked with snow. Center must ensure that after snow has fallen that all egresses are clear and that the clearance is a minimum of 3 feet wide all the way through the egress area. Because the egresses were blocked the sponsor was contacted, and it was explained that if the egresses could not be unblocked immediately then the parents of the children present would be contacted to come pick up their children and the center could not reopen until the exits were cleared. Additionally the local fire official was notified. The sponsor was able to clear the exits while the inspector was still at the center, and the center remained open.	Delete
67	1/25/2016		Church elder came to assist and is used as additional help. This person needs to have a cleared CARI.	Delete
68	1/25/2016		Church elder came to assist and is used as additional help. This person needs to have a cleared CHRI.	Delete
166	1/25/2016		Ensure that garbage cans are kept covered when they are used to discard drinks, cups, or food. Observed on the day of inspection that the garbage can in room 3 was not covered and cups had been discarded into it.	Delete
71	1/25/2016	3/11/2016	Retrain staff must be retrained on supervision and submit retraining document with staff signature to OOL. This violation is specific to issues that were observed at the time of inspection.	Delete
101	3/11/2016	3/11/2016	Plug-in air fresheners found within the reach of children in the hallway. Removed and given to staff person during inspection and reminded that the center cannot have the air fresheners within the reach of children.	Delete
139	1/25/2016		BSDW caseworker contacted during inspection by OOL inspector so that the sponsor could discuss what needed to be tested and submitted to BSDW office to attain a current BSDW clearance.	Delete
				Delete
	5/17/2016		NOTE: Sponsor was informed that the caseworker from DEP BSDW reached out to OOL and and OOL to let the sponsor know that they have been trying to reach the sponsor but have not been successful and requested that OOL instruct the center to contact their caseworker immediately.	Delete
4	5/17/2016	10/7/2016	On the day of the inspection there were 3 staff with 14 children. When staff were asked how many children were present, all three staff were unsure and had to count the children in the room. Ensure that staff are aware of how many children are in their care at all times.	Delete
18	5/17/2016	10/7/2016	Ensure that each classroom is maintained with 5 learning areas and 5 different learning activities which are age appropriate in each room at all times. Ensure that the minimum amount of learning activity materials is kept within the reach of children at all times.	Delete
18	5/17/2016	10/7/2016	Ensure that the sink from the dramatic play area is replaced in room 1. It is currently missing.	Delete

#	Date Cited	Date Abated	Inspection/Violation Report Attachment	
18	5/17/2016	10/7/2016	Ensure that the handles to the kitchen hutch in the dramatic play area in room 2 are replaced. They are missing and the children cannot open the doors to reach the food and utensils for dramatic play.	Delete
21	5/17/2016	10/7/2016	Ensure that the children's daily schedule is designed to comply with this regulation. The current schedule only shows 15 minutes of outdoor time. Interviews with the staff indicate that the children only go outside when it is "nice outside".	Delete
21	5/17/2016	10/7/2016	Observation of the program on the day of the inspection indicated that the children were involved in activities in which they were sitting for over 30 minutes. When the sponsor arrived 30 minutes after the inspection began, she implemented some movement when the children were practicing their songs for graduation. Ensure that the schedule and enactment of schedule has a mixture of quiet and loud activities and that the children do not sit for more than 30 minutes.	Delete
27	5/17/2016	10/7/2016	On the day of the inspection, on two separate occasions in two separate classrooms each inspector heard a staff person tell a child that if they did not stop doing what they were doing that they could not go outside. Retrain staff on proper discipline techniques which do not withhold outdoor/physical activity and submit retraining with staff signatures to OOL.	Delete
14	5/17/2016	10/7/2016	On the day of the inspection three staff members did not know whose jacket belonged to which child. The center must either label the jackets and/or labels the hooks where children hang their coats.	Delete
71	5/17/2016		Retrain staff on the following topics: sanitation, tracking, and discipline. Submit retraining document with staff signatures to OOL.	Delete
91	5/17/2016	10/7/2016	On the day of the inspection, tables before snack were not washed and disinfected and diapering surfaces (a mat which is kept behind a shelf) was not washed and disinfected after diapering a child.	Delete
93	5/17/2016	10/7/2016	Ensure that children wash their hands before snack. Some children were observed only running their hands under the water and not using soap.	Delete
93	5/17/2016	10/7/2016	Ensure that the children's hands are washed after diapering. a child's diaper was changed and the child did not wash their hands before returning to the classroom.	Delete
94	5/17/2016	10/7/2016	Ensure that the staff wash their hands after diapering even if gloves are worn. Ensure that the staff remove the gloves that used to change the diaper into the dirty diaper as to not cross contaminate. Staff person was observed keeping the gloves on and then coming back into the classroom, using the door knob to open the door back into the classroom and putting the diapering mat and wipes away before removing her gloves. Ensure that retraining addresses these issues.	Delete
96	5/17/2016	10/7/2016	Ensure that diapers are physically checked and not just changed on a schedule. Sponsor states that the staff follow a diaper changing schedule which was not observed, and the staff only changed a child's diaper after another child told them that that specific child had a bowel movement.	Delete
97	5/17/2016		Staff changed a child's diaper in another classroom which was more than 15ft from a sink.	Delete
100	5/17/2016	10/7/2016	Although the classroom has a diaper genie, the staff discarded a diaper into a garbage receptacle without a cover.	Delete
101	5/17/2016	10/7/2016	Toxics were observed on a shelf within the reach of children in the kitchen. The door to the kitchen was open. Ensure that all toxics are kept out of the reach or locked when within reach. The janitors closet in the hallway was unlocked and slightly open. This closet contains toxics which are in reach if the child should gain access.	Delete
103	5/17/2016	1/30/2017	Ensure that either paper towels are kept in the bathroom or that staff bring the paper towels to the bathroom each time the children wash their hands. Several children were observed on different occasions walking out of the bathroom shaking the excess water off their hands so that they can dry. Staff state that they do not leave the paper towels in the bathroom because the children over use and do not discard them properly. Ensure a procedure is created and followed to prevent overuse and misuse and followed every time so that the children dry their hands appropriately.	Delete
109	5/17/2016	1/30/2017	Ensure that the water temp is lowered and no more than 110 degrees. Children were stating that the water was too hot. Sponsor states that the water temp was set by the health department. Because the building is used by other people while the center is not operating the temperature could be changed and therefore must be checked periodically by the sponsor or staff.	Delete
110	5/17/2016	10/7/2016	Toilet in boys bathroom was dirty from feces not being flushed after being used and sponsor stated that it was clogged. Sponsor stated had she been at the center early in the morning it wouldn't be that way. Sanitation and operation of a toilet cannot be based on the sponsors presence in the building. Staff must ensure that the toilets are sanitary and functioning everyday and reported to the sponsor if they cannot address it when discovered.	Delete
116	5/17/2016		Post a no smoking sign.	Delete
121	5/17/2016	10/7/2016	Review of the center's posted fire drill log indicated that a drill for April was not conducted. Sponsor states that the drill was conducted but not documented. Ensure that all drills are documented monthly.	Delete
123	5/17/2016		Ensure that the center's disaster evacuation policy is more than a statement of leaving the building and go to the church. Develop and seek guidance from local fire or police or from OEM to develop an evacuation policy and post a shorter version and the more descriptive policy can be filed in the emergency management folder/file.	Delete
127	5/17/2016	10/7/2016	Ensure that the fire extinguisher in the emergency egress area leading to the playground is mounted.	Delete
133	5/17/2016	10/7/2016	Ensure that fire doors are not propped and kept open when the children are out on the playground.	Delete
148	5/17/2016	10/7/2016	Ceiling tiles in the classroom are stained along the light fixtures and along the perimeter of the classroom. Back left classroom.	Delete

#	Date Cited	Date Abated	Inspection/Violation Report Attachment	
172	5/17/2016	1/30/2017	Sponsor added a new climber to the playground that does not meet the ASTM F 1487. Remove climber. 10/7/16: small climber was now on the front lawn area. Remove climber completely.	Delete
172	5/17/2016	1/30/2017	Verify the permitted age for climbing structure. Children under the age of 2 1/2 and older 2 year olds were using the climber which had opening with high fall zones and staff were not always present to ensure their safety. Ensure that only children old enough to on the climber utilize the climber with direct staff supervision.	Delete
188	5/17/2016	1/30/2017	Ensure that the metal support peg in the plastic border (which was to encapsulate sand box which no longer exists) is made flush. Currently the plastic border encapsulates some playhouses.	Delete
				Delete
				Delete
			Note: Technical assistance forms were provided during the previous inspection conducted on 1/25/16. An updated violation report from the 3/11/16 inspection was emailed to center (with a new email address given to OOL by the sponsor) on 3/17/16 along with additional technical assistance forms. **During the exit interview on 5/17/16 the sponsor stated that she never received the forms. During the exit interview on 5/17/16 technical assistance forms were provided so the sponsor could make copies but there was no ink for the copier/printer. Sponsor requested that the forms and the report be mailed to her home address. This report along with technical assistance forms will be mailed and emailed to the sponsor. **10/7/16 Sponsor requested that technical assistance forms be sent to her again. Previously provided forms could not be located and were not available for the inspection. Technical assistance was provided again during the inspection and forms were emailed and mailed again on 10/12/16	Delete
				Delete
137	10/7/2016	1/30/2017	Sponsor has informed OOL that the front lawn area of the center is being utilized by the children as a play area. This area has not been identified on the current environmental clearance reports as an area that is permissible for usage. The center must cease using this area until they have cleared the grass area through a licensed site remediation professional and have this area added to the center's NFA. After the center has attained clearance and submitted the clearance to OOL, the area will be added to approved usage areas.	Delete
168	10/7/2016	1/30/2017	Ensure that the grassy area which is currently being utilized, and will be additional outdoor play area is fenced in and additional vehicle barriers are installed due to it's close proximity to a functioning parking lot.	Delete
20	10/7/2016	1/30/2017	Sponsor states that there are times that the children are not taken outside due to wet conditions and/or a bear citing. The center has a fenced in play area with a door that leads directly into the center. Ensure that children are taken outdoors daily.	Delete
3	10/7/2016		On the day of the inspection there was a child seen walking down the hallway and staff were unaware that she had not come back to the group. The child was observed walking into another classroom when she was to return back to the group. Retrain staff on proper supervision and submit retraining document to OOL.	Delete
3	10/7/2016		On the day of the inspection a staff person was observed taking children to the bathroom and leaving a child alone in the bathroom while she attended to children in the other bathroom. The same staff person left the children alone in the bathroom while she went into the classroom to answer the phone. Ensure that children are supervised at all times. Retrain staff on proper supervision and submit retraining document to OOL.	Delete
5	10/7/2016	10/7/2016	On the day of the inspection a staff person repeatedly left the room to run errands within the building leaving a classroom with 1 staff person and 16 3-4 year old children and out of ratio.	Delete
103	10/7/2016	1/30/2017	Ensure that toilet paper is kept on holders at all times.	Delete
92	1/30/2017		Center must use a 2 step process to wash and sanitize tables, diapering tables/mats, and other surfaces. The center is currently only using a disinfecting wipe and wiping the surface dry immediately. Manufacturers instructions must be followed specifically in order to sanitize the surface effectively and correctly. Center must also wash the surfaces in order to comply with regulation. Retrain all staff and submit retraining document with staff signatures to OOL.	Delete
101	1/30/2017		Oil based plug in air freshener was found in the hallway of the center within reach of the children. It was removed again by OOL. Center director was informed that the air freshener was removed and cannot be utilized.	Delete
5	1/30/2017		Ensure that ratios are maintained at all times. Staff repeatedly left a classroom leaving the class out of ratio. Retrain staff and submit retraining document with staff signatures to OOL.	Delete
26	1/30/2017		On the day of the inspection on several occasions staff members voices were raised when redirecting a child. Ensure that voices are not raised for disciplinary reasons. Retrain staff on proper discipline and age appropriate techniques and submit retraining document with staff signatures.	Delete
54	1/30/2017		Ensure that the illness log is maintain and complete at all times.	Delete